

Classified Professional Manual 2019

VENTURA COLLEGE
CLASSIFIED SENATE EXECUTIVE BOARD

VENTURA COLLEGE | 4667 Telegraph Road, Ventura, CA 93003



VENTURA COLLEGE CLASSIFIED SENATE

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Letter from the College President

Dear Pirate Classified Professional:

This handbook provides an overview of college and district procedures, policies, and regulations. In addition, a review of the services and resources that are available to assist you is also included.

This handbook does not take the place of the collective bargaining agreement between the District and SEIU Local 99. Please review the collective bargaining agreement for the contract language related to employee rights and benefits, work assignments, leaves of absence, salary and stipends, evaluation procedures, transfers and other aspects of general working conditions.

As you know, our students come to Ventura College with varying degrees of college readiness, skills, and abilities. Regardless of their differing preparation, it is important that the college support them in achieving their academic goals. Through education, I believe we help our students improve their social and economic mobility by providing the knowledge, critical thinking, and soft skills they need to navigate life. Ventura College Classified Professionals are a crucial part of our students' transformation as they share their time, expertise, and talents to assist them.

Thank you for all that you do to support the success of our students. Please know that you are welcome to stop by any time to visit me. I also encourage you to share your ideas on how we can be a more effective "Beacon of Learning" for our students and community.

Sincerely,

Kim Hoffmans

President, Ventura College

Classified Senate at Ventura College

The objective of the Classified Senate shall be to address the non-bargaining concerns of the classified employees and, in the spirit of participatory governance, work with college management in the development and implementation of college goals and objectives to promote campus community involvement, personal development, and collegiality.

Code of Ethics of Classified Professionals

A copy of the adopted Classified Code of Ethics is found on the Classified Senate web page. <http://www.venturacollege.edu/faculty-and-staff/classified-senate>. The Classified Code of Ethics contains the following commitments:

- To accept and uphold the decisions of the Ventura College Classified Senate, its constitution, by-laws and policy objectives as determined by majority vote of its members.
- To accept the legal and ethical commitments and responsibilities of the Ventura College Classified Senate to the college staff and the students we serve.
- To maintain productive associations that enable the Classified Senate to pursue its objectives by means consistent with the interest of the students, classified professionals, faculty and administrators.
- To dedicate myself to the highest ideals of honor and integrity in all public and personal conduct; to maintain integrity, to disclose conflicts of interest, personal relationships or other affiliations that may influence my Senate decisions, and if necessary, to abstain from the discussion and vote of the Senate.
- To base decisions upon all available facts in each situation; vote my honest conviction in every case, and uphold the majority decision of the Senate.
- To welcome collaboration and to encourage participation of all members from the campus community.
- To propose change through constructive channels with due consideration for the opinions of others and their right to dissent.
- To demonstrate respect for the diverse cultures comprising the Ventura College community.

Constitution and By-Laws (separate document at end of manual)

Executive Officers

President:	Sebastian Szczebiot
Vice-President:	Olivia Long
Secretary:	Felicia Torres
Treasurer:	Jeanine Day
Past President:	Pamela Yeagley

Membership

As a classified employee of Ventura College, you are automatically a member of the Classified Senate. There are no dues required to participate in the Classified Senate and participation in the Classified Senate meetings is voluntary. As per the Classified Senate Constitution Article III. Membership - The general membership of the Classified Senate shall include all permanent, probationary full-time and part-time classified employees, including classified supervisors and confidential classified employees whose work assignment is attached to the Ventura College campus.

Classified Senate Logo



Classified Senate Participation and Meetings

The Classified Senate is open to all Classified Professionals and all meetings are open for all to participate. We are always in need of your voice and your help to make Ventura College a wonderful place to work for all. We are always planning fundraisers and activities for the academic year, and would love your feedback. Contact any of us in the Executive Board team for more information and to get involved.

<http://www.venturacollege.edu/committees/classified-senate>

Classified Professional Development

The Classified Senate Professional Development Sub-Committee at Ventura College as well as the District Classified Professional Development Committee plan and evaluate professional development activities for Classified Professionals. In addition, two members of the CSPD sit on the college-wide Professional Development Advisory Group. These activities are open to all who would like to attend.

Service Employees International Union, Local 99 (SEIU)

The Service Employees International Union (SEIU) Local 99 is the exclusive representative on all matters related to wages, hours of employment, terms and conditions of employment for non-supervisory classified staff at VCCCD, and works to broaden economic and social justice in our District and our communities. SEIU is also committed to effective collaboration amongst and between the multiple constituencies and stakeholders in the District. To this end, SEIU recommends classified representatives for appointments to specific groups as identified in the <https://www.vccd.edu/sites/default/files/files/about-the-district/participatory-governance/decision-making-handbook-06.13.17.pdf>

For information on the Union Contract please visit:

<http://www.vccd.edu/departments/human-resources/contracts>

SEIU Local 99 website: <http://seiu99.org>

Ventura College Mission

At Ventura College, we transform students' lives, develop human potential, create an informed citizenry, and serve as the educational and cultural heart of our community. Placing students at the center of their learning experience, we serve a highly diverse student body by providing innovative instruction and student support, focusing on associate degree and certificate completion, transfer, workforce preparation, and basic skills. We are committed to the sustainable continuous improvement of our college and its services.

Ventura College Vision

Ventura College will be a beacon of learning—a source of inspiration and guidance—for our students and community.

Ventura College Guiding Principles

At Ventura College, we believe that students come first and all else follows. We strive to create a campus environment that fosters collaboration, communication, and mutual respect. We are committed to these Guiding Principles in all that we do:

- Embrace the strength of diversity
- Listen with intensity and compassion
- Communicate with integrity and patience
- Design student-centered solutions
- Spark self-confidence and a sense of discovery
- Pursue our vision and goals with passion

Office of the President

Telephone: 805-289-6102

Kimberly Hoffmans RN, Ed.D. – President

Andrea Rambo – Executive Assistant

Anne King – Ventura College Foundation Executive Director

The President, as Chief Executive Officer, is responsible to the Chancellor of the District for the operation and administration of the college. The President serves as the administrative head and provides educational leadership for Ventura College. The role of President also has an ambassadorial function in providing a positive image of the college on campus and within the community.

Andrea Rambo assists the President, answers faculty and management questions, coordinates with the Ventura College Foundation and handles reservations for the President's Conference Room. As well as keeps the Campus Organizational Chart up to date:

<http://www.venturacollege.edu/departments/administrative>

The Ventura College Foundation is a non-profit, tax-exempt corporation organized to accept and solicit gifts, donations, trusts, and bequests for college related use.

Office of the Vice President of Academic Affairs & Student Learning

Telephone: 805-289-6464

Jennifer Kalfsbeek-Goetz, Ed.D. – Vice President, Academic Affairs and Student Learning

Sebastian Szczebiot – Senior Administrative Assistant

Sarah Ayala – Curriculum Technician

Office: ADM-20

Reporting to the President, the Vice President of Academic Affairs and Student Learning serves as the Chief Instructional Officer (CIO) of the College. The Vice President of Academic Affairs and Student Learning serves as a member of the President's Executive Team and has overall responsibility for academic programs, faculty, distance education, and grant development. Duties include overseeing the development, organization, and revision of the college's academic programs; monitoring grant goals and objectives; evaluating instruction according to college policy; participating in the development and revision of academic policy; supporting specialized accreditations for academic programs; serving as ACCJC Accreditation Liaison Officer; and demonstrating a strong commitment to the philosophy and mission of a California comprehensive community college.

Office of the Vice President for Student Affairs

Ventura College Campus 4667 Telegraph Road, Ventura, CA 93003	Ventura College East Campus 957 Faulkner Road, unit 106, Santa Paula, CA 93060
<p>Telephone: 805-289-6113 Office: ADM-17 Damien A. Peña, Ed.D. – Vice President, Student Affairs</p> <p>Blair Gilbertson – Senior Administrative Assistant</p>	<p>Telephone: 805-289-6507 Office: ADM-17 Jesús Vega, Ed.D. – Assistant Dean for VCEC</p> <p>Imelda Luna – Administrative Assistant/Bil x6336 Maiya Rodriguez – Student Services Assistant II/Bil x6589</p>

Under the direction of the President, the Vice President for Student Affairs serves as the Chief Student Services Officer and is responsible for the overall design, organization, delivery, supervision, evaluation, and fiscal management of a comprehensive student development program charged with promoting and delivering programs and services that enhance student success, achievement, and retention. These areas include Assessment, Admissions and Records, Counseling Services, Student Health Center, Student Conduct, Title IX Compliance, Disabled Students Programs & Services, Foster Youth Services, EOP&S Program, Student Outreach, Veterans' Resource Center, CalWorks, International Student Services, Student Activities, and Financial Aid.

Dr. Jesús Vega oversees the Ventura College East Campus (see above for information):

<http://www.venturacollege.edu/eastcampus>

Office of the Vice President of Business and Administrative Services

Telephone: 805-289-6354

Cathy Bojorquez –Vice President, Business and Administrative Services

Maureen Jacobs – Senior Administrative Assistant

Office: ADM-15

Reporting to the President, the Vice President of Business and Administrative Services is the Chief Financial Officer (CFO) for Ventura College. The Vice President of Business and Administrative Services is a member of the President's Executive Team and has overall responsibility for college operations including the Barnes and Noble Bookstore, Campus Fiscal Services, Campus Payroll, Civic Center, Facilities, Maintenance & Operations, Information Technology, and the Student Business Office. Duties include overseeing the development, organization, and revision of the college's budgets, facilities, information resources and auxiliary enterprises; evaluating college operations according to district and state policies, regulations and codes; participating in developing and implementing district business procedures and policies; and, demonstrating a strong commitment to the philosophy and mission of a California comprehensive community college.

Deans and Divisions

Departments at Ventura College are grouped into Divisions

(<http://www.venturacollege.edu/departments/academic>) lead by a Dean. Each Division has an Academic and a Service component to it. There are currently five *academic* Divisions at Ventura College plus Institutional Effectiveness:

1. **Career Education I & II**
(<http://www.venturacollege.edu/departments/academic/career-education>)
2. **English, Math and Learning Resources**
(<http://www.venturacollege.edu/departments/academic/english-math-and-learning-resources>)
3. **Sciences** (<http://www.venturacollege.edu/departments/academic/sciences>)
4. **Health, Kinesiology, Athletics and Performing and Visual Arts**
(<http://www.venturacollege.edu/departments/academic/health-kinesiology-athletics-and-performing-arts>)
5. **Behavioral and Social Sciences, and Modern Languages**
(<http://www.venturacollege.edu/departments/academic/behavioral-and-social-sciences-and-modern-languages>)
6. **Institutional Effectiveness**
(<http://www.venturacollege.edu/departments/administrative/institutional-effectiveness>)

Policies and Procedures

Equal Opportunity and Nondiscrimination Statement

Ventura College provides a positive educational and employment environment that encourages the full range of equal opportunities for all, regardless of race, color, religion, gender, sexual orientation, national origin, physical or mental ability, age, marital status or veteran's status.

For questions about our nondiscrimination policy or gender equality (including with regards to athletic teams), contact our Title IX Coordinator, Dr. Marcelo F. Vazquez at (805) 289-6498 or by e-mail at mvazquez@vcccd.edu.

Sexual Harassment Policy

It is the policy of the Ventura County Community College District to provide an educational, employment and business environment free of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communications (including voice and e-mail telecommunications, fax machines, etc.) constituting sexual harassment as defined and otherwise prohibited by state and federal statutes.

It shall be a violation of this policy for anyone (employee, student, or contractor) to engage in sexual harassment. Within the Ventura County Community College District, sexual harassment is prohibited regardless of the status and/or relationship of the affected individuals.

Disciplinary action, up to and including termination or expulsion, may be instituted for behavior described in the definition of harassment set forth in this policy.

Any retaliation against a student or employee for filing a harassment charge, making a harassment complaint or otherwise being involved in a harassment investigation is prohibited. Any persons found to be retaliating against another employee or student shall be subject to disciplinary action up to and including termination or expulsion.

Any employee who receives a harassment complaint, observes, or otherwise learns of harassing behavior in the educational/business environment or workplace, must direct the concerns to the appropriate Sexual Harassment Intake Facilitator or to the Vice Chancellor of Human Resources at the District Office. Students are encouraged to follow the same procedure.

More information can be found in the Ventura College Catalog.

Drug Policy

Ventura College adheres to a drug free campus policy. All students, faculty, and staff assume an obligation to conduct themselves in a manner compatible with the college's function as an educational institution. Therefore, possession, use, or distribution of alcoholic beverages, narcotics, or other dangerous drugs on campus or at any off-campus college-sponsored activity will result in disciplinary action.

Smoking

In the interest of the health and welfare of students, employees and the public, smoking is not permitted anywhere on the Ventura College Campus. Smoking is not allowed in college- owned vehicles. Please make sure students are aware of this policy and as you walk through campus, please remind other students who may be smoking that Ventura College is a smoke-free campus since June 1st, 2017. Please remind students that free smoking cessation assistance is available in the Student Health Center.

Work Injury Reports

If you are injured as the result of a work-related activity, your immediate supervisor should be notified immediately. You will be given a Worker's Compensation Claim Form (DWC1), a listing of approved medical facilities and a Treatment Referral and Medical Authorization form to provide to the medical facility. <http://www.vcccd.edu/sites/default/files/files/departments/human-resources/Benefits/workerscompensationclaimform-dwc1.pdf>

Absences and Absentee Reports

If you will be unable to work on a given date for any reason – personal illness, bereavement, personal necessity, or personal business – notify your Supervisor and/or Division Office as far in advance as possible. Following your absence, an Employee Absentee Report must be submitted to the Supervisor/ Division Dean through the Portal. Typically, this will be on your Work Life tab under Time Reporting. Announcements with monthly due dates are sent out from the Payroll Office.

Signature Authority

All contracts, agreements, leases, proposals, price quotes/estimates, and memorandums of understanding (MOUs) must be reviewed, approved and signed by a District Administrative Center (DAC) manager. No managers, faculty or staff outside the District Office may sign any such agreements. All contracts, agreements, etc., should be sent through channels to the attention of Terry Cobos (DAC Director of General Services) for review, approval, and possible Board action. You need to allow for an appropriate amount of time for this routing, review, and DAC manager approval.

Per Board Policy, the authorization to make purchases or to contract for services is vested in the Governing Board and no employee of the District, except as designated, may obligate the District for any expenditure of funds without prior approval. The purchase of goods or contracting for services requires the issuance of an approved District purchase order prior to items being ordered or the start of services. Any obligation contracted without appropriate prior approval may become a personal expense of the employee.

Volunteers

District procedure governs under what limited conditions volunteers may be used on the college campus. Volunteers may not be used to conduct work that falls within a defined employee job description. A form must be filled out that exempts the district from liability and a background screening will be conducted by the district. If you are considering the use of a volunteer, see your division dean for additional information.

Keys

Keys to college facilities are issued to Ventura College employees only. Request your keys through your Division Office. The unauthorized duplication or unauthorized possession of keys to college property is a misdemeanor and is prohibited by Section 469 of the California State Penal Code. When employment is terminated or key use is otherwise unauthorized, the key must be returned to the division's administrative assistant.

Mailboxes (in the LRC)

The college mailroom is located in the Administration (ADM) building and provides a mailbox for each division. U.S. mail, inter-district, and intra-college mail is distributed to these mailboxes on a daily basis. Distribution of individual's mail is managed at each division office. Please see your supervisor regarding the specifics for your division's mail distribution. Part-time evening faculty have individual mailboxes in the Learning Resource Center (LRC).

Parking

Employees can obtain a parking permit from the campus police office at no charge. Decals are issued and need to be affixed to the lower left corner of the inside front windshield. Staff spaces are marked with the word "STAFF" and yellow painted lines. All persons driving a vehicle to the Ventura College campus are responsible for being legally parked. If the permit is not displayed as specified, the car may be ticketed. Traffic citations are the responsibility of the owner of the vehicle. Parking is valid anywhere in campus parking lots, except for handicapped zones (unless the employee member has a special handicapped permit) or fire zones. The staff parking permit is honored at all district locations.

When inviting guests to the campus, provision should be made for a guest parking pass. Please give the respective VP's office sufficient time. You may also contact campus police (X 6486) if you cannot reach the VP Office.

- Academic Divisions – Contact the Office of the VP of Academic Affairs
- Student Affairs – Contact the Office of the VP of Student Affairs
- Guest permits for all other purposes may be requested from the Office of VP Business & Administration Services
- Pay parking is also available for visitors for \$2 per day

District Vehicle Use

Only district employees are allowed to operate a district-owned vehicle. Reservations are on a first come, first serve basis. However, the Athletic department gets priority. All reservations should be made well in advance.

You may also contact Eloisa Limon (x6462) at elimon@vcccd.edu for a Vehicle Request Form. Submit your completed Vehicle Request form to Eloisa Limon in the administrative building either in person or by e-mail. Eloisa will hand over van keys and a gas card to you. Before your reservation date, contact Eloisa to pick up the key and gas card. She will give you van keys and a gas card. Vehicles are parked at the V Lot, where you may leave your personal vehicle while you are using the van. At your return, **FILL** the gas tank then park your **CLEAN** van in the V Lot, and return the keys, credit card, and gas receipts to Eloisa Limon. Do not lock keys and/or credit card in the van. Please do not take the van home.

Vehicles are parked at the V Lot, where you may leave your personal vehicle while you are using the van. Return the keys, credit card, and gas receipts to Eloisa Limon. Do not lock keys and/or credit card in the van.

Photocopying (RICOH Copy Center, LRC-155)

The Copy Center is located in the Library & Learning Resource Center (LRC) Room 155. You may make your own work-related copies at the self-service photocopy machines or leave your materials for the RICOH staff to run. You will need your department code to use the RICOH copy services; please see your supervisor for these codes. Printing requests made be online through Copy Net (<http://www.copynetsolutions.com/store/login.aspx?SerialNum=500198>). The copy center accepts print requests for any volume, and departments are encouraged to use the services of the copy center (instead of the department's copier) for large print orders (75 copies or more).

The hours of service during Fall and Spring semesters are Monday through Thursday, 7:30 a.m. – 7:00 p.m., and Friday, 7:30 a.m. – 4:00 p.m. Summer hours are as posted. You are required to adhere to applicable copyright laws.

IMPORTANT: If you need copy paper for your department/office printer, please order from the VC warehouse directly (**Maintenance & Operations x 6340**).

***PLEASE NOTE:** The LRC closes at 3:30 p.m. on Fridays. The Copy Center may be accessed by phone at extension 6376.

Course /Wellness Request

Once you are no longer on probationary status as a Classified Professional at Ventura College, you can request to sign up for a Ventura College class relating to your work or wellness.

Please see section 11.21 of SEIU Agreement for more details. Here are the guidelines:

- Classes may be taken only during fall and spring semesters.
- A maximum of 3½ hours of release time may be given to take one course, including travel time, or for monitored wellness activity or fitness center utilization.
- Additional time will be made up during the same work week.
- Online classes do not qualify for release time.
- Attach copy of class schedule.

Children on Campus

Per Board Policy 3504, all children must be accompanied by an adult while on campus, unless enrolled in a college-sponsored program or activity. Children are not allowed in the classroom or in the worksite, and may not be left unattended in any campus facility. Also, in accordance with Board Policy 3504, children may not be present at an employee's worksite. This does not preclude short visits when the child is accompanied by an adult.

Animals on Campus

Per Board Policy 3503, animals (with the exception of laboratory animals or service animals for individuals with disabilities) are not permitted on district or campus facilities.

Campus Resources

Emergencies/Campus Police (x 6486 or 805-289-6486)

Please consult with your supervisor regarding the RAVE Panic Button mobile application.

In case of emergency, you are to call x 6486 (using a campus phone) or 805-289-6486 from a cell phone. If the campus police do not pick up immediately, the call is rolled over to the police dispatch. This is faster than dialing 911.

We recommend adding the Campus Police phone number to your mobile phone address book to ensure quick retrieval when needed.

Lost and Found

Items left in the classroom or found on campus grounds should be taken to the Campus Police Department which serves as the collection point for all lost and found items.

Print & Web Graphics, Photography, Business Cards, Video, and Outdoor Banners

Graphic design services are available for campus staff including assistance in designing booklets, flyers, posters, print and on-site ads, shooting photography, creating videos, creating web and social media banners, etc. Contact Cindy Jones (cindy_jones1@vccd.edu) at 805-289-6410 or go online to the VCCCD Newsroom (newsroom.vccd.edu) and fill out a Marketing Request form, located under the Marketing and Communications tab. In order to help maintain our standard college identity, faculty and staff may not design their own business cards or stationery. Contact your division office to order these items.

Emergency Procedures

Please consult with your supervisor regarding the RAVE Panic Button mobile application.

Life-Threatening Situations (Dial x 6486)

For all life-threatening emergencies contact Campus Police at x6486. If you call 911 yourself also notify Campus Police so they can respond to the situation quickly.

When off-campus, dial 911.

Non-Life-Threatening Situations

Contact the Student Health Center (x6346). A nurse is on duty during daytime hours and limited evening hours (not on Friday evening or Saturdays). When the nurse is NOT available or the Student Health Center is closed, contact Campus Police (x6486). NOTE: First-Aid is available from the Campus Police when the Student Health Center is closed. When off-campus, call 911.

Student accidents must be reported to the Student Health Center within 72 hours of occurrence. The instructor or person in charge shall make a written report of injury. Accident reports are essential for insurance claims to be submitted. All student accident reports and insurance claims are processed through the Student Health Center and forms are available at the Center, from the Evening Facilitator, or from the Campus Police. Once an accident report is received that requires an insurance claim, the student will be given information about the College's insurance coverage and the billing procedures. NOTE: An injury resulting from an illness is NOT covered by the college's insurance, but it still needs to be reported to the Student Health Center.

Emergency Phone Numbers

911	Ambulance/Fire/Rescue/Sheriff
6486	Campus Police
6346	College Nurse/Student Health Center

Suicide Hotline 877-727-4747

LGBTQ Youth Hotline 866-488-7386

Veterans Crisis Hotline 800-273-8255

Please consult with your supervisor regarding the RAVE Panic Button mobile application.

Emergency Notification System

Ventura College uses Blackboard Connect to convey emergency messages to employees and students via text (SMS) and email. You are strongly encouraged to register for this messaging through the MyVCCCD Web Portal. The system will ask for two contact phone numbers: a cell number and a personal landline number. When an emergency is identified, you will receive a text message and email providing information about the nature of the incident. Emergency Alert information is completely confidential and will not be used for any purpose other than to alert an employee of a problem or emergency on campus.

Please consult with your supervisor regarding the RAVE Panic Button mobile application.

Emergency Operations Plan

Ventura College's Emergency Operation Plan addresses how Ventura College will respond to extraordinary events, major incidents, or disasters. It is designed to protect lives, property, and the environment through effective use of pre-planning and training, exercises and drills, and available personnel and resources during emergency operations. A Vice President (or designee) is the Incident Commander with the authority, in conjunction with the Chancellor, to declare an emergency. This Plan, as well as the Campus Safety Plan and information regarding other emergency procedures, is available to all staff online at <https://www.venturacollege.edu/faculty-and-staff/emergency-procedures>. Printed copies of the Emergency Operations Plan are also available in the division offices.

Gifts/Donations

All proposals of gifts or donations to the District are subject to approval of the Governing Board of Trustees before acceptance by any employee of the District. A gift, once accepted by the Board, becomes the property of the District without conditions or restrictions, except as may have been specifically stipulated at the time of acceptance. A Donation/Gift Acceptance form (found in Business Tools on the Portal) must be completed and returned to the Office of the VP of Business and Administrative Services.

Resources... Where to find Information

Board Agendas, Policies, and Procedures

<http://www.boarddocs.com/ca/vcccd/Board.nsf/Public>

Here you will find all the AP's (Administrative Procedures) and BP's (Board Policies) as well as the agendas with decisions from the Board Meetings. This is a great place to see current information on upcoming changes. The AP's and BP's will give insight and direction for daily processes.

VCCCD Portal

<https://my.vcccd.edu>

You will find links to important announcements as well as applications that are used in the District. Your monthly time report is submitted within the Portal.

HR Tools

<https://vcccdventura.sharepoint.com/sites/VCCCD/hrtools/Lists/forms/HR%20Tools.aspx>

Here you will find all the forms and procedures for your HR needs. The list of items you have access to is dependent on your role. Should you need your access increased please contact your supervisor. For most up-to-forms please go directly to HR Tools rather than saving a local.

Business Tools

<https://vcccdventura.sharepoint.com/sites/VCCCD/BusinessTools/Lists/forms/BusinessTools.aspx>

Forms and procedures from purchasing to travel are located under the Business Tools. These forms are kept up to date so it is advisable to go directly to Business Tools rather than save a local copy so that you will always have the most up to date information.

Mileage Claim Reimbursement

If there is no college vehicle available for college-related travel, or for other reasons if it is more desirable for the employee to use his or her own car for college business, the college may reimburse the employee for mileage costs at the current district rate for mileage. In order to receive this repayment, the college-related travel must be approved in advance by the Division Dean, to ensure that the Division budget has the necessary funds to reimburse the employee. If approved, the employee must file a Mileage Claim Reimbursement form with the appropriate Division Dean within a timely manner. You can find this form in Business Tools Fiscal Services Forms and in Appendix D of this document.

The majority of forms that you will need for Fiscal Services can be found in [Business Tools](#) or [HR Tools](#). Below are a few key forms that we wanted to ensure everyone is familiar with.

Requisition Forms

You can find this form in your Division Office, Department Office, or with Fiscal Services in the Administration Building. For any purchase orders, you must complete this form. If you have questions about vendors or purchasing you can refer to the [Purchasing](#) page on the District website.

Travel Request Forms

You can find this form in your Division Office, Department Office, or at the Student Business Office in the SSC Building. Please read the [Employee Travel Procedures](#) in Business Tools for details and policies.

Office 365 / SharePoint

<https://www.office.com/>

Employee Resources and Services

Fitness Center (x 6477)

If you are interested in exercising at the Ventura College Fitness Center and Weight Room, please follow the procedures below:

1. To use the facilities as part of Study Leave (SEIU Contract 11.21), first obtain approval from your supervisor and Human Resources by completing the VCCCD Course/Wellness Request form (available on HR Tools).
2. Obtain a VCCCD or VC Staff ID card (with picture) through the Student Activities Office. Photo ID may be required.
3. Set an appointment with Dean Tim Harrison or Fitness Center Coordinator Maureen Eliot.
 - a. Fill out and sign the VCCCD hold harmless waiver.
 - b. Go through the Fitness Center orientation (10-15 minutes).
 - c. Receive Fitness Center sticker (if necessary).

If your supervisor requests a monitoring report of your use, please contact Dean Tim Harrison. You must workout inside the VC Fitness Center or VC Weight Room under the direct supervision of a trained VCCCD employee assigned to the VC Fitness Center or VC Weight Room.

What to bring:

- VC or VCCCD ID card and lanyard. Card must be visible when exercising.
- Towel
- Water for hydration

VC Fitness Center/ VC Weight Room Rules and Regulations:

- All persons using the facilities must display a valid Fitness Center ID badge during workouts.
- Participants are required to bring a towel to wipe down equipment before and after use.
- Appropriate workout clothing and close-toed athletic shoes are required at all times.
- Always warm up prior to exercising (ask instructors on duty for warm up ideas).
- No food or drink (except water in closeable, plastic containers) allowed in Fitness Center.
- No cell phone use allowed in the Fitness Center due to safety and privacy regulations.
- Put away all floor mats when you are finished using them.
- Complete all lifts with proper form and technique (ask instructors for assistance)
- Do not attempt weights that are entirely too heavy.

Fitness Center - Hours of Operation (Subject to Change):

Monday thru Thursday 6:30am to 7:30pm, Friday 6:30am to 5:00pm

Weight Room - Hours of Operation (Subject to Change):

Monday thru Thursday 8:30am to 7:30pm, Friday 8:30am to 5:00pm

The facilities are not available during holidays and breaks between semesters.

Information Technology (VCHelpdesk)

Information Technology (IT), in collaboration with our sister campuses and district IT, develops, implements, and maintains Ventura College's technology infrastructure, provides coordination and leadership to advance technology across the enterprise, and guides policy creation and implementation.

IT's responsibilities include: the provisioning and support for reliable voice, video, and wide-area network services to the campus and its satellite facilities; systems administration and enterprise application management; desktop computer maintenance; software support; and phone/voice-mail.

IT reports to District IT and the Vice President of Business Services. IT acts in active partnership with the campus community to provide the highest levels of technical leadership, support, and service.

If you have any questions related to the following IT disciplines, please give IT a call at x6285: email, phone/Skype, network issues, audio-visual carts/gear, software needs, printer needs, hardware failures, wifi, and internet.

In addition to dialing 805-289-6285, you can open support tickets by sending an e-mail to vchelpdesk@vcccd.edu. Please be as detailed as possible in your e-mail requests.

Student Resources and Services

Admissions and Records (A&R)

The Admissions & Records (A&R) Office provides a variety of services including admission, residency determinations, registration and add/drop activity, transcript processing, evaluation and posting of degrees & certificates, general education certifications for transfer to the UC and CSU systems, verification and certification of student eligibility for athletics, enrollment verifications and VA educational benefits. A&R is the campus contact for MyVCCCD, and assists students and faculty with questions about online features and services, coordination and the collection of census reports, and the recording of grades and positive attendance hours. They process grade changes, academic renewals, petitions for exceptions to deadlines, course repetition, credit-by-exam, & Pass/No Pass. Additionally, they manage student enrollment priority as well as reinstatements approved by Counseling. A&R also provides records under subpoena and fulfills student requests for enrollment/degree verifications.

More information can be found at:

<http://www.venturacollege.edu/departments/student-services/admissions-and-records>

Transcripts can be requested at: <http://www.venturacollege.edu/departments/student-services/admissions-and-records/official-transcript-request>

Behavior Intervention and Care Team-BICT

This form is for any employee or student who is having concerns about a student. The types of concerns may be behavioral in nature such as class, office or activity disruption or inappropriate comments. This can also demonstrate in class assignment on line or on paper. Sometimes you may have a concern regarding a dramatic change in the student's demeanor, attendance or grades. The form is also used when the student is perceived to be under the influence of drugs or alcohol. Cyber bullying or stalking should also generate a report. This form when received allows the team to take immediate action to help the student or resolve the situation.

In emergencies please contact Campus Police at (805) 289-6486 and/or the Student Health Center at (805) 289-6346.

The BICT Report form can be found at:

<http://www.venturacollege.edu/departments/student-services/behavioral-intervention-care-team>

Bookstore

The Bookstore operated by Barnes and Noble Education, located in the BCS Building, carries in stock the textbooks and supplies needed for all classes offered each semester. The Bookstore's days and hours are published online and in the Schedule of Classes. The Bookstore offers new, used, online, and rental textbooks to students. Students may return books for refunds the first week of the term, provided they follow a clearly specified policy that is well publicized. A book buy-back period is held each semester during the Final Exam period. Students may sell back books that are in useable condition during this period if needed for the next term.

The bookstore also carries a selection of Ventura College clothing and gifts, school supplies, trade books and convenience items.

VCCCD Faculty and Staff receive a 10% discount on clothing, gifts, school supplies and trade books.

Department POs and charges receive a 20% discount.

More information, including hours of operation can be found at:

<http://venturacollege.bncollege.com/webapp/wcs/stores/servlet/BNCBHomePage?storeId=78736&catalogId=10001&langId=-1>

CalWORKs

CalWORKs is California's welfare reform program designed to help head of households become self-sufficient through a variety of educational and work-related activities, including attendance at Ventura College. A leader in higher education, Ventura College provides individuals with the opportunity to obtain new job skills or enhance existing skills through a variety of state-of-the-art programs.

Program information can be found at <http://www.venturacollege.edu/departments/student-services/calworks>

Campus Police

The Ventura County Community College District Police Department employs sworn police officers who are vested with full arrest authority in the state of California pursuant to California Penal Code 830.32 and California Education Code 72330. The Police Department is recognized by, and adheres strictly to, the State of California Police Officer Standards and Training (POST) guidelines. The department has been charged with providing law enforcement, security, investigations, and parking/traffic control for students, faculty, staff and visitors on all properties owned and operated by the Ventura County Community College District.

Those wanting to report a suspected crime or suspicious activity anonymously may do so through the Tip Line. Additional information can be found at the following link:

<http://www.vccd.edu/departments/police/crime-prevention-information/tip-line>

For further information, call the Ventura College Police Station at (805) 289-6486 or visit

<http://www.vccd.edu/departments/police>

Career Center

Located in the Student Services Center (SSC), the Career Center serves as the bridge between the college experience and employment, helping students apply what they learn at Ventura College to advance in the world of work. We offer advising and an array of career-development activities that inspire and support each student's lifelong career journey. You can contact the Career Center by calling (805) 289-6473 or via email vccareer@vccd.edu

More information available at:

<https://www.venturacollege.edu/departments/student-services/career-center/about-us>

Child Development Center

The Orfaea Child Development Center, Ventura College is located on campus at the corner of Telegraph Road and West Campus Way. At Ventura College, quality child care is always an option. Toddler and preschool programs are available for children ages 2 years through pre-K. Toddler and preschool programs provided emphasize active, hands-on learning. The Center also serves as a preschool laboratory for college students studying Child Development. The Center serves VC student, faculty and staff families, as well as families from the nearby community. A new waiting list begins each semester as the Ventura College campus schedule is released. Classrooms fill quickly; you are encouraged to get on the waiting list as soon as possible. Call (805) 289-6030 for a brochure or to set up a tour appointment with the director.

Assistance in paying child care fees is available to student parents who qualify. Visit the Center or e-mail the director at rdouglas@vcccd.edu for more information.

More information, including hours of operation can be found at:

<http://www.venturacollege.edu/departments/student-services/child-development-center>

Counseling Office

The role of the Community College Counselor is unique and complex. Ventura College Counselors are professional, credentialed faculty who utilize a variety of skills to assist students in reaching their goals and achieving the greatest possible benefit from their college experience. Title V of the California Education Code identifies three required categories of Counseling: Academic, Career, and Personal. Located in the Student Services Center (SSC), the Ventura College Counseling Office is open days and evenings for counseling appointments and drop-by counseling.

More information, including hours of operation can be found at:

<http://www.venturacollege.edu/departments/student-services/counseling>

Distance Education

Resources regarding Distance Education for prospective and current students can be found at:

<http://www.venturacollege.edu/online-services/distance-education>

Student Help Line/VC Distance Education Hotline

VCDEStudentHelp@vcccd.edu (805) 289-6452

Educational Assistance Center/ Disabled Students Programs & Services

Ventura College provides support for all eligible students with disability related needs. The Educational Assistance Center (EAC) facilitates equal access for qualified students to community college education through services, academic accommodations and specialized instruction. These services may include: one-stop priority registration assistance; specialized academic and career advisement; sign language interpreters; note taking assistance; readers; transcribers; mobility assistance; disability-related counseling; class room testing; print material in alternate format; assistive computer technology and other assistive equipment.

Through the instructional side of the program, Learning Skill classes (LS) and EAC classes are offered for personal and scholastic development such as writing, reading, math, memory, study strategies and adapted physical education. These classes are offered to assist students needing additional basic skills preparation for college-level course work. Although designed for students with disabilities, these courses are available to all Ventura College students. Students can also register for a variety of instructional classes in Assistive Computer Technology (ACT).

More information, including accommodation procedures and hours of operation, can be found at:

<http://www.venturacollege.edu/departments/student-services/disabled-students-programs-services-dspseac>

EOPS (Extended Opportunity Program and Services)

In 1969, the California Legislature (SB 164, Alquist) established the Extended Opportunity Programs and Services (EOPS) with the intent of "extending the opportunities for community college education to all who may profit thereof, regardless of economic, social and educational status." EOPS encourages the enrollment of low-income and educationally disadvantaged students into institutions of higher learning. EOPS is a state-funded, services-oriented program. It combines financial assistance with support services designed to inform, recruit, admit, and academically motivate low-income and educationally disadvantaged full-time students to pursue a college education. Through the EOPS Program, students can receive comprehensive services such as tutoring, academic, personal and career counseling, book vouchers/grants, student parking permits, peer advisement, and any special help that a student might need to stay in school or to prepare for a career.

More information, including hours of operation can be found at:

<http://www.venturacollege.edu/departments/student-services/eops>

First Year Experience (FYE)

The goal of FYE is to introduce new students to the expectations of higher education. Through FYE students connect with campus resources designed to promote academic retention and success. This year-long cohort program begins with a summer extended orientation and continues with activities designed to teach students to make informed decisions about their educational and career goals. Students engage in the college experience, develop critical thinking skills to enhance academic success, and plan for a successful future at VC and beyond.

Program information can be found at:

<http://www.venturacollege.edu/departments/student-services/first-year-experience>.

Financial Aid

The Financial Aid Office at Ventura College is comprised of dedicated financial aid professionals committed to serving students by providing them information to secure the necessary financial resources to meet their educational objectives. The types and amounts of financial aid Ventura College awards or recommends are subject to availability of funds, eligibility for funds, enrollment status and financial need. Ventura College students have a variety of financial aid programs available for assistance. Programs vary in eligibility criteria, award amounts, and repayment options.

Full service website available at:

<http://www.venturacollege.edu/departments/student-services/financial-aid>

International Students

The International Student Office assists and supports students in their orientation to Ventura College and United States customs, immigration issues, and other academic and personal related issues and concerns while attending Ventura College. The International Student Office is located in the SSC building.

More information, including hours of operation can be found at:

<http://www.venturacollege.edu/departments/student-services/international-students>

Learning Resource Center (LRC)

The Learning Resource Center computer lab, called the "BEACH," is located on the first floor of the Library & Learning Resource Center. The "BEACH" is an acronym for "Best Educational Access to Computers and Help." The 369 station computer lab serves as a lab for classroom instruction and as an open-access drop-in lab for students. The lab provides instructional support through technology for several academic and vocational disciplines including English, Foreign Language, ESL, Geography, Learning Skills, Math, Nursing,

Emergency Medicine, Reading and Study Skills. The Learning Center also supports Ventura College's distance learning program by hosting many of the orientations and exams.

More information, including hours of operation, is available at:

<http://www.venturacollege.edu/departments/student-services/learning-resource-center>

Library

The Ventura College Library serves all currently enrolled students, faculty and staff, and members of the community. With more than 100,000 volumes and more than 250 periodical subscriptions, the library's collection includes books, eBooks, periodicals, CDs, microfilm, DVDs, and more than 50 databases.

More information available at: <http://www.venturacollege.edu/departments/student-services/library>

MESA – Mathematics Engineering Science Achievement

The Mathematics, Engineering and Science Achievement (MESA) Program serves to enrich the experience of students majoring in math, science and engineering at Ventura College. MESA supports financially disadvantaged and/or historically underrepresented students by providing a variety of services to equip MESA students with the skills and attitudes necessary for their successful transfer to a university. MESA works closely with industry partners and the University of California, California State University, the California Community Colleges, the Association of Independent Colleges and Universities and the State Department of Education. MESA is nationally recognized for its innovative academic development program.

More information, including hours of operation and contact details, can be found at:

<http://www.venturacollege.edu/departments/student-services/mesa>

Outreach Office

The Ventura College Outreach Office serves the community by providing information and access to college exploration and career planning. The Outreach Office supports all prospective students in their transition to Ventura College, and works in collaboration with Ventura County high schools, community organizations, and other local agencies to promote our programs and services.

More information, including contact information, can be found at:

<http://www.venturacollege.edu/departments/student-services/outreach-services>

Ventura College East and Off-Campus Programs

The Ventura College East Campus (VCEC) is located at 957 Faulkner Road, unit 106, Santa Paula, CA 93060. The Satellite Campus offers a rotation of general education and transfer classes, career and technical training, and basic skills courses. A full array of student support services are available, including a full-time Academic Counselor and Student Services Assistant II to assist with educational planning, admissions and registration. Student Services are available Monday through Thursday, 8:00 a.m. to 7:00 p.m.

The VCEC Library and Learning Resource Center, is an extension of the main campus LRC, open to all students, faculty, staff, and community patrons. The LRC offers a textbook lending, reserve, and reference collection, as well as a drop-in computer lab, open Monday through Thursday 8:00 a.m. to 8:30 p.m. The VCEC location also serves as the center of operations for Ventura College's Off-Campus Programs which include Dual Enrollment classes offered at local high schools.

For more information please contact the VCEC at (805) 525-7136, vcec@vcccc.edu, or visit online at

<http://www.venturacollege.edu/departments/administrative/ventura-college-east-campus-and-off-campus-programs>.

Student Activities and Clubs

Students achieve success more consistently if they feel a connection to the campus where they attend classes. From student government to a variety of interest-based student organizations, Ventura College offers students various ways to be involved on campus.

More information, including hours of operation, can be found at:

<http://www.venturacollege.edu/departments/student-services/student-activities>

Student Business Office

The Student Business Office, located in the Student Services Center (SSC), provides a variety of financial services. Such transactions include receiving payment for all student fees and obligations, Associate Student Ventura College (ASVC) cards, clay and other miscellaneous fees. For official business, students need to show a Driver's License (or other acceptable photo ID and must know their student ID--social security number will not be accepted). For further information, call (805) 289-6488.

More information can be found at:

<http://www.venturacollege.edu/departments/student-services/student-business-office>

Student Connect Center

The Student Connect Center ambassadors help new and returning students navigate the system by helping them to: complete the online application to Ventura College; set-up and access their MyVCCCD student portal; understand the steps for successful enrollment; discover Ventura College's academic programs; find class schedules and course offerings; and learn about financial, academic, and personal support programs

More information can be found at: <http://www.venturacollege.edu/departments/student-services/outreach-services/student-connect-center>

Student Government, Associated Students of Ventura College (ASVC)

The Associated Students of Ventura College (ASVC) assumes major responsibility for coordinating student activities and expressing student concerns, interests, and viewpoints to the administration and college community. ASVC Board meetings are held every Tuesday at 1:45pm in the Student Center Multi-Purpose Room. Student participation is welcome. Contact the ASVC for more information at (805) 289-6156.

Student Health Center

The Student Health Center (SHC) provides physical, mental health, and health education services and counseling to support students in reaching their academic and personal goals. The SHC is located in CRC-108 and is open Monday-Thursday 9:00am to 5:30pm and Friday 9:00am to 1:00pm.

Call: (805) 289-6346 to make a confidential appointment or visit

<http://www.venturacollege.edu/departments/student-services/student-health-center> for more information.

Textbook Lending Library

The Ventura College Textbook Lending Library is a program where students can check out up to three textbooks to use for an entire semester at no cost. As resources are limited, these textbooks are checked out on a first-come, first-served basis. Additionally, priority days are offered before the start of each semester.

More information can be found at:

<http://www.venturacollege.edu/departments/administrative/foundation/programs/textbook-lending-library>

Title IX - Office of Title IX (Sexual Misconduct)

Members of Ventura College (VC) community, guests, and visitors have the right to be free from sexual misconduct and any other form of sexual harassment and gender-based discrimination and violence.

VC does not tolerate sexual misconduct, which includes, but not limited to:

- Sexual harassment (in person, by text, or online)
- Domestic violence
- Dating violence
- Sexual assault
- Sexual stalking
- Gender based Hate Crimes

When an allegation of misconduct is brought to an appropriate employee's attention and a Respondent is found to have violated any sexual misconduct policies, appropriate sanctions will be used to reasonably ensure that such actions are never repeated.

More information, including contact information, informational videos, and VCCCD Board Policy, can be found at: <http://www.venturacollege.edu/college-information/about-ventura-college/title-ix>

Tutoring Center

The Tutoring Center is dedicated to providing academic tutorial support for Ventura College students and is located on the first floor of the Library and Learning Resources (LRC) building. The Center's goal is to help make a student's educational experience a successful one. Drop-in, group and individualized tutoring are available free of charge to all Ventura College students. Online 24/7 tutoring is also available to VC students.

More information can be found at: <http://www.venturacollege.edu/departments/student-services/tutoring>

Testing Center

The Ventura College Testing Center, located in the Learning Resource Center, SCI-223, provides proctoring services for faculty who approve their students to take make-up examinations. Once approved, students must schedule an appointment with the Testing Center. A valid photo ID is required to take a make-up test at the Testing Center.

More information can be found at:

<http://www.venturacollege.edu/departments/student-services/testing-center>

Transfer Center

The Transfer Center is a place where students can get information and counseling services to learn how to prepare and apply to gain admission to a university or college in California or out-of-state.

More information can be found at: <http://www.venturacollege.edu/departments/student-services/transfer-center>

Ventura College Foundation

For over 30 years, the Ventura College Foundation has been dedicated to providing financial support to the students and staff of Ventura College. Through this support, the Ventura College Foundation assists the College in facilitating student success and grows the impact and legacy of Ventura College as a vital community asset. Annually, the Foundation provides Ventura College students with over \$1,000,000 in scholarships and grants.

More information can be found at:

<http://www.venturacollege.edu/departments/administrative/foundation/programs/scholarships>

Veterans Resource Center

The Veterans Resource Center (VRC) at Ventura College is committed to establishing a supportive environment and a welcoming campus culture for all veteran students along with their dependents. It is founded on the premise that the challenges faced by veterans may be addressed through a combination of services emphasizing academics, camaraderie, and wellness. The Veterans Resource Center staff are available to help provide that support, and to help veterans and their dependents reach their educational goals. The VRC is located in the Campus Student Center (CSC) through the door facing Telegraph Road.

For more information, please visit: <http://www.venturacollege.edu/departments/student-services/veterans-resource-center>